



Add-On Products

# Digital Sign Service

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## Client User Guide

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CHAPTER 1.

## Product Description

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Digital Sign Service (DSS) Client is an easy way to provide a Signs which can be placed in front of meeting rooms and similar areas, where meetings or similar activities are going to take place.

With a Sign the user will be able to book an instant meeting, extend the current meeting, end the current meeting or confirm that a meeting is actually going to take place. The bookings done with the Signs are stored in Exchange and therefore they are available for Outlook users as well.

The only assets you need are:

- Digital Sign Service Client application
- The Sign
- DSS Server Side software with access to Exchange Calendars
- An Exchange Resource Calendar dedicated for the Sign

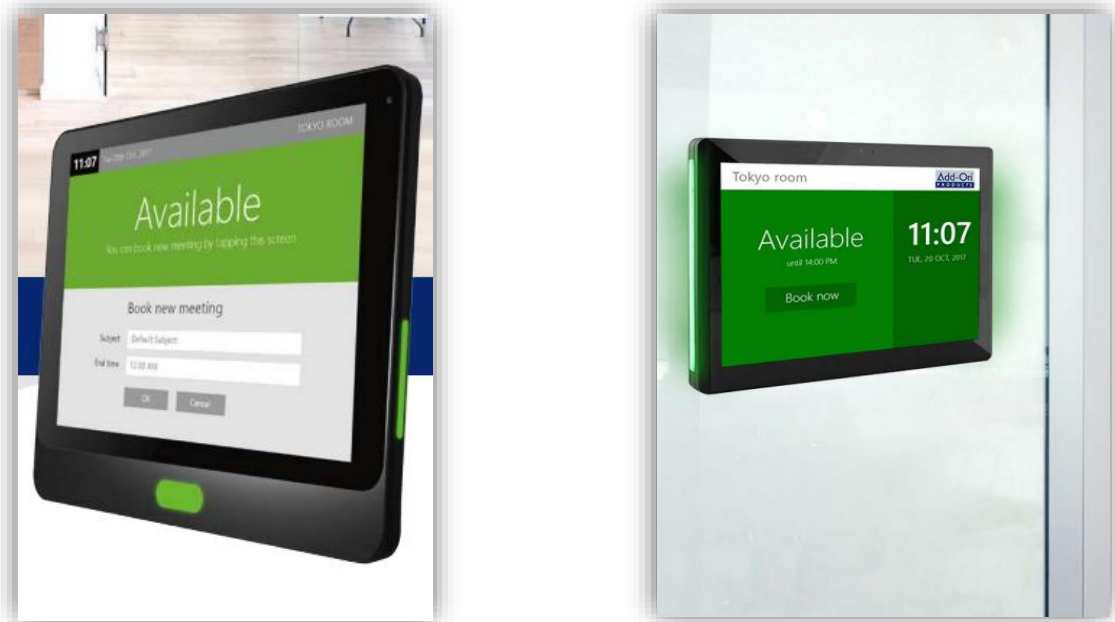
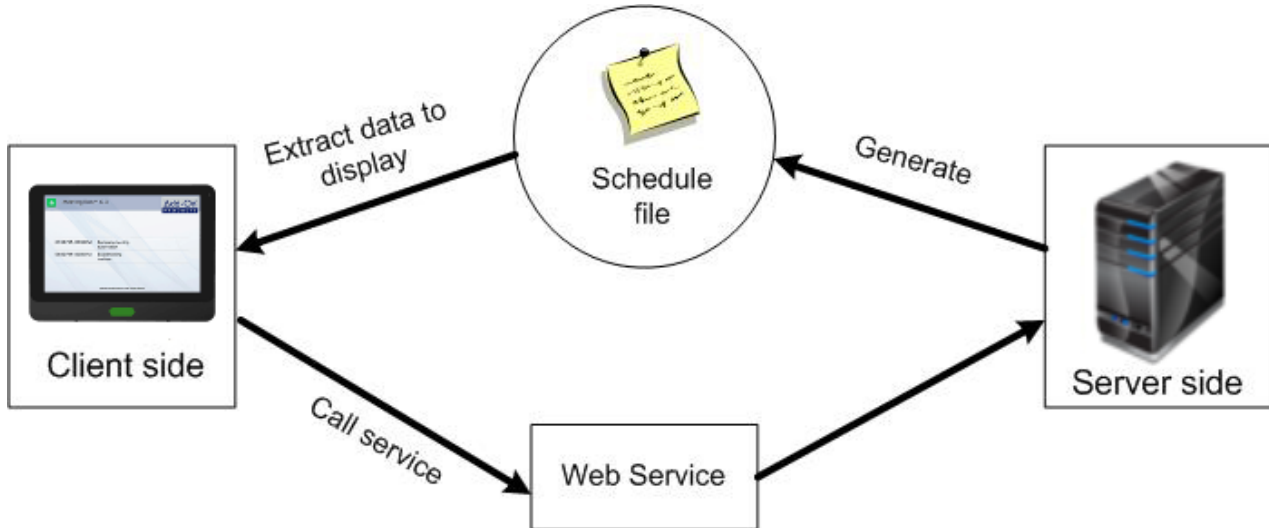


Figure 1. Signs at meeting rooms

CHAPTER 2.

# System Overview

From a technical viewpoint the DSS Client application is dependent on the DSS server side product. The Sign can only work when it is connected to the server application. This guide assumes that the reader is familiar with the DSS server side product.



**Figure 2. DSS Client Diagram**

**Client side** is a display device that can run the DSS Client application. It reads schedule file and displays the meeting information on the screen of the display device. It can also read user input and call services of web service in order that requests submitted from client side can be put into processing, then sent back to be displayed on the screen.

**Server side** consists of core DSS components. Refer to *Digital Sign Service for Server – User Guide* for more details.

**Web service** receives and processes requests submitted from the client side, after that the schedule file will be created based on these requests.

**Schedule file** shows the path to XML (containing appointment content) file which provides client side with data to display.

CHAPTER 3.

# How to use DSS Client

## Book a new meeting

User can book a new meeting if the text “Available” appears on the screen, and the Status banner is green. This is also the initial screen view of the user interface.

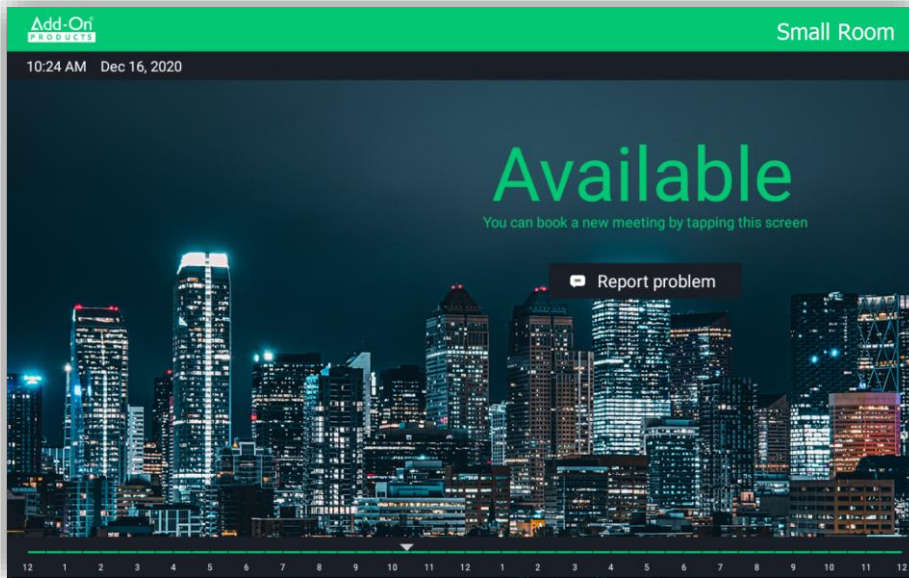


Figure 3. Initial screen view

Click anywhere on the screen to start booking a new meeting. The following view will appear:

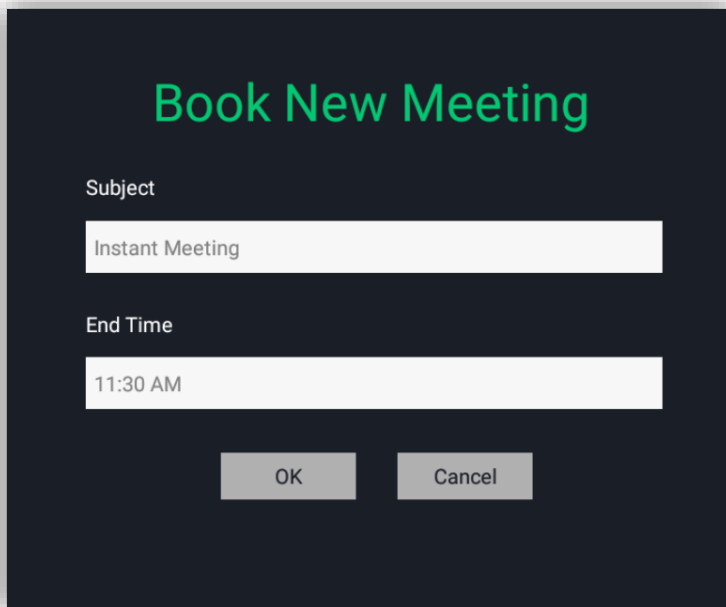


Figure 4. Book instant meeting panel

In the **“Subject”** field, the default name of the meeting will be displayed. This default subject has been defined in DS Manager. In the sample, the default subject is [Project Meeting]. The more default subjects have been added in DS Manager, the more options you have to select for your meeting subject.

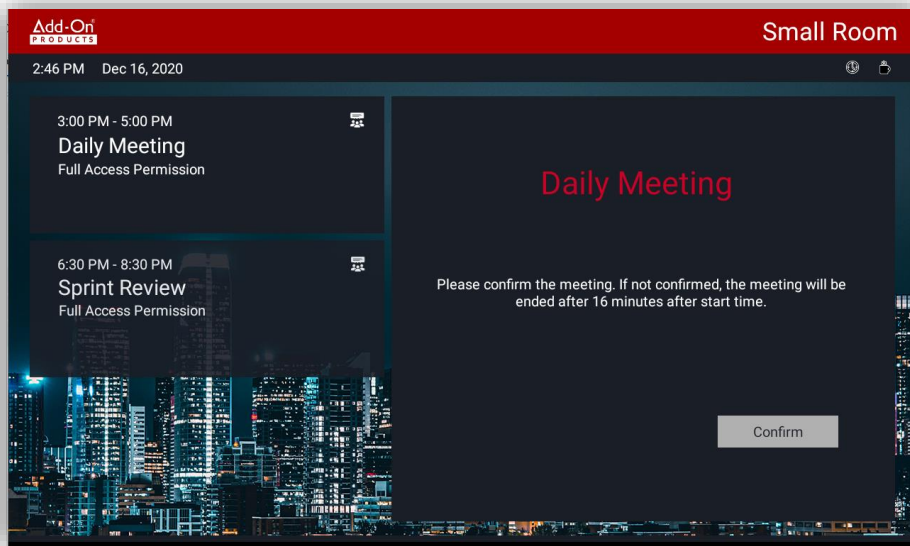
If you want to change the default subject, see **“How to change Default Subject”** section in *Digital Sign Service for Server – User Guide*.

The **“End Time”** field shows ending time of the “meeting you want to book. Click time digits to change ending time.

Click **[OK]** to complete booking new meeting. Details about meeting that user has just booked will be displayed on the screen view. The status banner automatically turns to red.

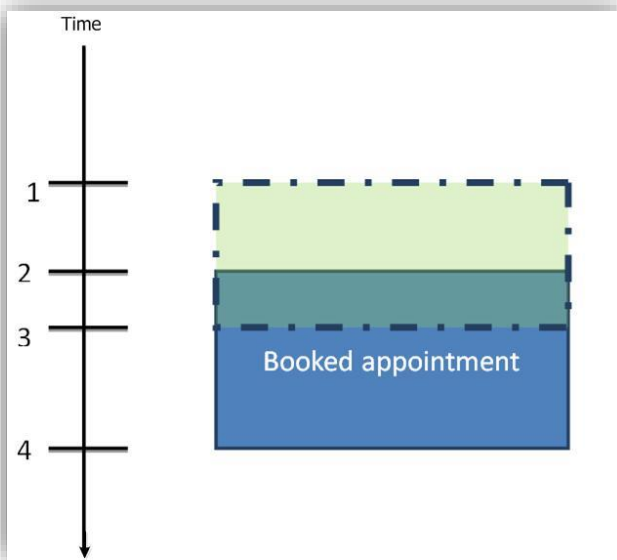
## Confirm meeting

After clicking **[OK]** to complete booking new meeting or the start time of a meeting booked from Outlook is approaching, you can see the screen view as below:



**Figure 5. Book new meeting**

The **[Confirm]** button appears on the screen view so that users can confirm the meeting they have just booked. This button is only available on the screen view in a configurable time interval. Look at the following figure for more details:

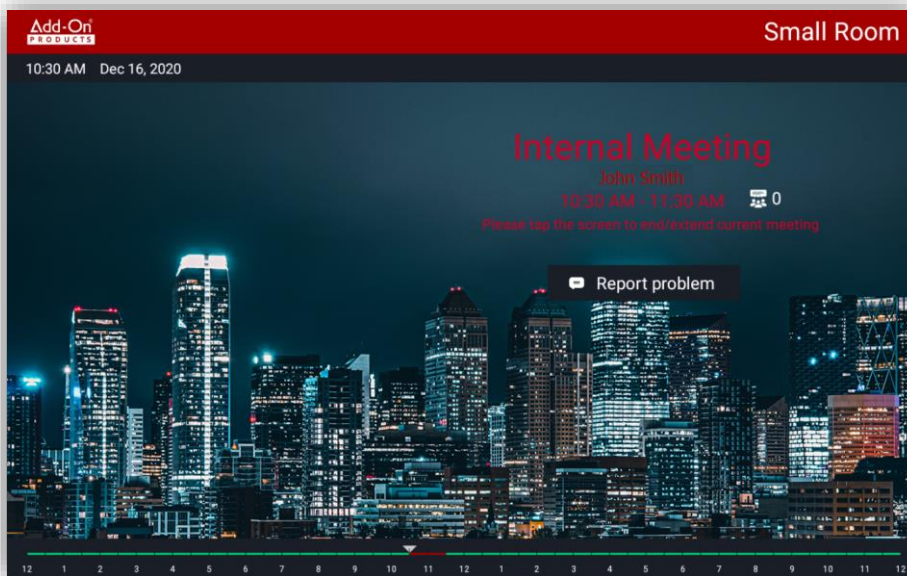


**Figure 6. Time interval to confirm meeting**

Booked meeting starts at “2” (when the status bar simultaneously turns red) and ends at “4” on the timeline. The time slice in which “Confirm Meeting” button is available ranges from “1” to “3”. If the booking is not confirmed then the meeting room must be released and made available for other bookings. After time point “3”, the [Confirm] button disappears.

If the [Confirm] button has not been clicked AND time has passed “3” then the meeting is ended by the application, and the initial screen view appears.

If the [Confirm] button is clicked, details about meeting that user has just booked will be displayed on the screen view as the figure below:

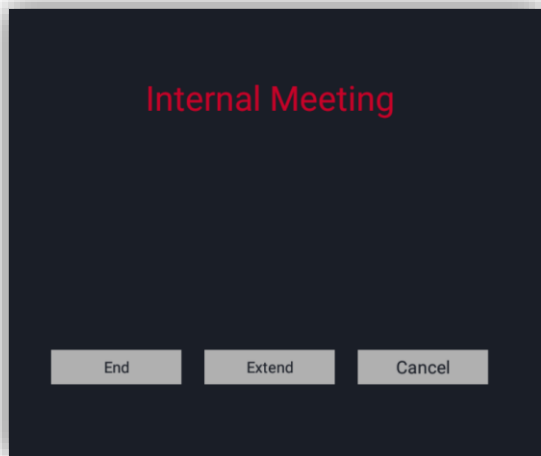


**Figure 7. DSS Client – booked meeting**

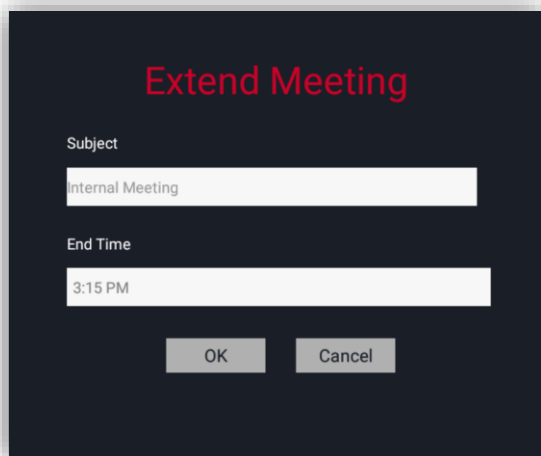
**NOTE:** User can set up confirmation time in **Resource Properties** screen in DSS Manager

## Extend current meeting

To extend a current meeting, tap the screen view. The following view will appear:



Select [Extend], the following view shows up:



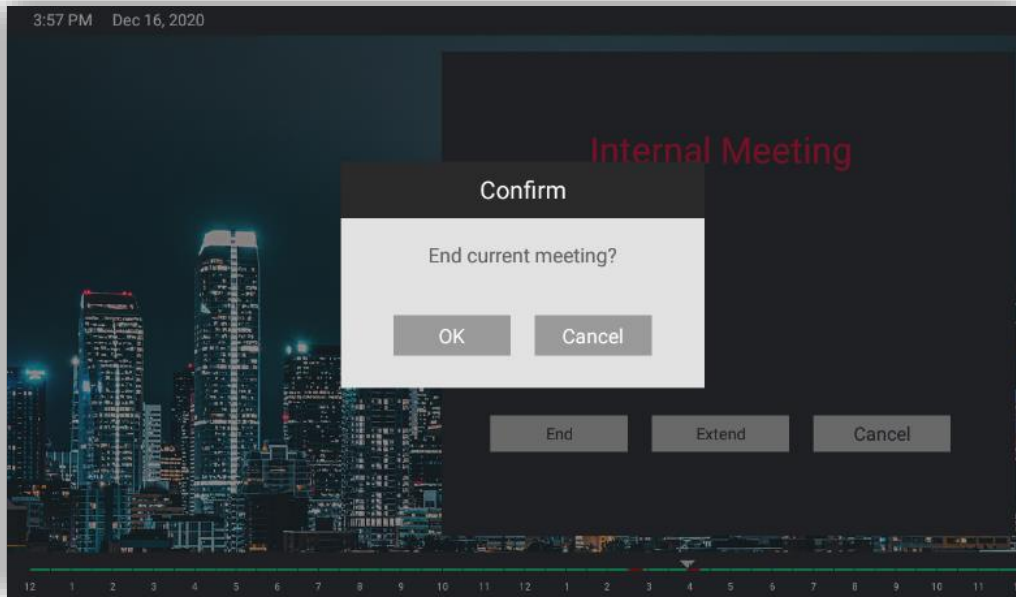
**Figure 8. Extend meeting panel**

Similar to booking a new meeting, you can click time digits to change end time of the meeting. Click [OK] to confirm and complete extending the current meeting.

## End a current meeting

To end a current meeting, click [End] on the screen view. The screen view will show a question to confirm.



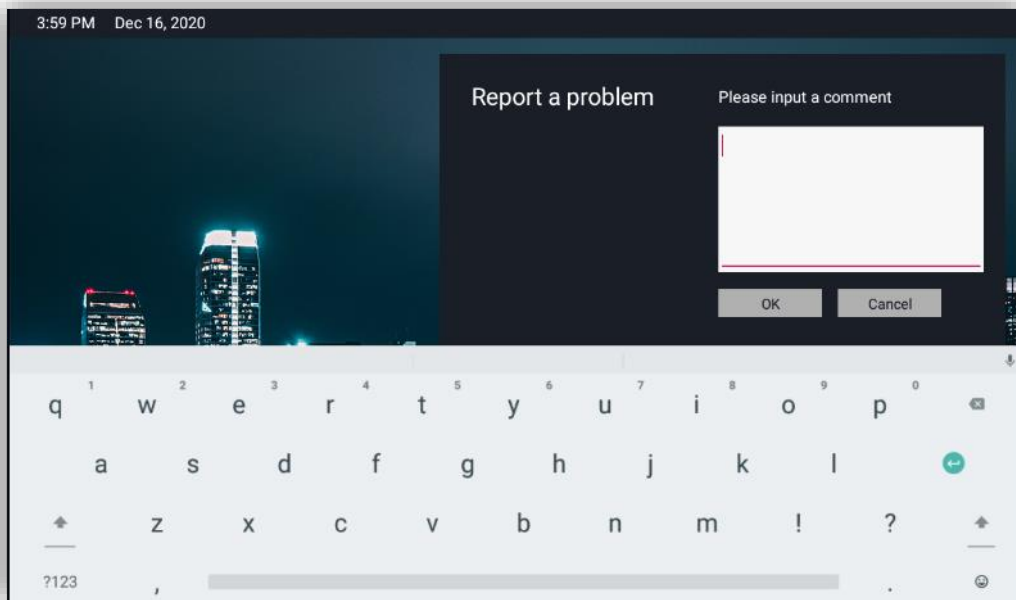


**Figure 9. DSS Client – End current meeting**

Click [OK] to end the current meeting. You will be brought back to the initial screen view of the user interface.

## Report an issue

To report an issue that you encounter when using DSS Client, tap on the button [Report Problem] on the screen and the following screen shows up:



**Figure 10. Report a problem**

Fill in your description about the issue and click [OK], your report will be sent to the system.

CHAPTER 4.

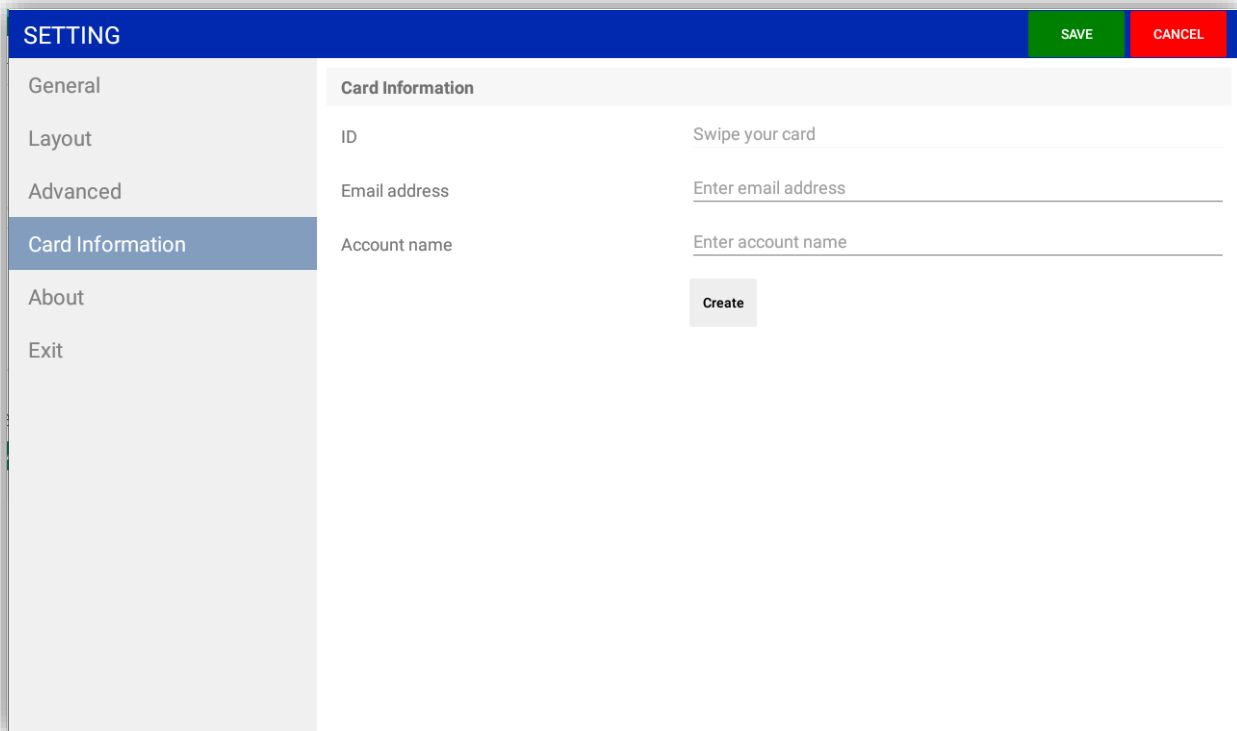
# Appendix

## Appendix A – How NFC feature works

As a user, you can book/end/extend a meeting if the NFC feature is used.

This feature can function via use of a card. In this case, you need to use a card to book/end/extend a meeting. Apart from this, using the card will create a meeting inside the card owner's calendar.

Additionally, DSS Client provides a function that allows you to read a card and link that card to a person. This can be done on the device running DSS Client.



**Figure 11. Link a card to a person**

Go to **Setting** → **Card information**, then fill in the necessary details to finish linking a card to a person. Maintaining users can also be done from the backend, CONFIGURATIONS, Users.

**NOTE:** DSS has provided a function of enabling attendees to Confirm/End/Extend from the Digital Sign Client using ID card and keyboard. Please contact the system administrator for a request of turning this feature on.